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MEMORANDUM FOR: Acting Director of Central Intelligence

FROM : John H. Waller
Inspector General

SUBJECT : Inspector General Survey of the Directorate of
Administration

REFERENCE : DDA 77-0339, 21 Jan 77; same subject

1. The Deputy Director for Administration has completed his formal review of the Inspector General Survey of the Directorate of Administration and has made pertinent comments for you regarding the recommendations contained in the survey report. These comments have in some instances resulted in our changing or modifying our recommendation. Although the complete DDA comments and the Survey report are attached, for your reference, the recommendation and DDA and IG comments are repeated below where there are areas of change or modification.

2. A. Recommendations 1, 9 and 11. That the DA identify types of common and routine requests for assistance from all other agencies which may be approved by designated subordinate levels within the Directorate and request that OGC concur in this action.

B. DDA Comment. "...OGC memo dated 27 July 1976 addressed to the Inspector General makes it mandatory that the Office of General Counsel 'review each and every proposed request for Agency assistance to other Government components.' As we pointed out to the IG representatives, to the best of our knowledge, this mandate still stands and while we can undertake the course of action recommended we believe the record should show that all our informal efforts toward this end have thus far failed."

C. IG Comment. Our report did not note DDA action on this point as perhaps it should have. As we felt the issue should be pursued we made the recommendation in the form shown above. It is our understanding that the Office of General Counsel is now reviewing [] Annex E and their July 1976 opinion on this subject with a view toward revising or simplifying the procedures required when assistance is

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requested from another U.S. Government agency. Acknowledging both this review and the prior work done by the DDA in having the subject reviewed by the OGC, we suspend Recommendations No. 1, 9 and 11 pending the completion of the OGC review.

3. A. Recommendations 2 and 8. That relief from the present moratorium on use of media personnel, based on [] be obtained from the DCI to allow use of media guest speakers in Agency training courses.

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B. DDA Comment. "...speaks of CIA relationships with American media organizations. Again, we believe that some mention should be made of our earlier efforts in this regard. Our proposed memorandum on this subject was forwarded to the OGC on 12 May 1976 and in it we recommended that the DCI give his approval to the 'continuation of this use of media and clerical personnel in training courses as an exception to []' The OGC reaffirmed in their reply dated 14 May 1976, which was reviewed by IG representatives, that the Agency should not 'enter into any paid or contractual relationship with any full or part-time news correspondent....' Here, too, we feel quite strongly that our special efforts should be noted in the report."

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C. IG Comment. The considerable efforts extended by the DDA in trying to resolve this issue should have been cited in the survey report. The recommendation which we now more clearly address to the ADCI is for either an amendment or exception to [] allowing the paid use of media personnel for the specific purpose of overt lecturing in Agency training courses without removing the present restrictions on operational and covert use of media personnel.

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4. A. Recommendation No. 6. That the DDA review resource requirements for accelerating the effort to establish a computer program, the data base of which will contain all formerly classified information now in the public domain.

B. DDA Comment. "...in this connection we submit that the establishment of a computer program which would 'contain all formerly classified information now in the public domain' is far too enthusiastic. Many documents, particularly those released under the Privacy Act, should not be included because of privacy and limited access to other members of the public. Thirty Year Review documents are so voluminous that including all of them in the present system would only clutter the program. Present plans for building a data base of substantive information released through FOI and mandatory review channels appear sufficient with the available resources. As we proceed with this data base and determine its full value, we will be in a better position to determine the merit in widening the scope of included documents. For this requirement, we have established DECL (Decal), a file in the OCR

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SAFE (System for Analysts' File Environment) project which consists of an index to CIA documents released in whole or in part through the Information & Privacy Staff as the result of FOI or EO 11652 requests. As of this time, there are some 650 records in the data base and almost an equal number of documents in the indexing backlog. Input and searching are done from the Delta Data terminal recently installed in the Staff and records can be retrieved by document number, requester name, country or subject codes, title, keyword, date of publication, declassified or sanitized or any combination thereof. The software for this Index is not entirely suited for the application but the Office of Data Processing has recommended we stick with the present system with some small program modifications. These will be investigated with the Office of Central Reference. The DECL data base has not been comprehensive enough to be trustworthy as a tool in tracking down all records to be released on a particular topic. We hope to rectify this situation in the current year by expanding the file's coverage to include all released information of general interest and by enhancing the system's software capabilities."

C. IG Comment. Placing all formerly classified information in the data base may be too enthusiastic. The proposed DDA review of the merits of widening the scope of included documents is very acceptable. The recommendation is modified to acknowledge the DDA review of the merits of widening the scope of documents to be included in the data base.

25X1A 5. A. Recommendation No. 7. More rapid progress should be made in updating HR's [] with special emphasis added to making certain that various management decisions, public declarations by the Director and legal rulings made by the OGC or, in some cases, the Attorney General, find themselves incorporated in the new regulations. Concurrent with the update is the purging of obsolete regulations.

B. DDA Comment. "We also believe that without further elaboration, Recommendation No. 7 tends to ignore all the work this Directorate has done thus far to update Agency regulations. Furthermore, we made a specific recommendation to the Comptroller that he incorporate this undertaking as an Agency-wide objective and suggested that the other Directorates also be asked to update all regulations which fell within their respective areas of responsibility. The Comptroller's office disagreed with this proposal and as a result we in the Directorate are pursuing this course of action on our own and are concentrating on DDA regs only. In order to be completely fair on this issue, the record should note our efforts in this respect."

C. IG Comment. The DDA efforts in updating regulations have been admirable, and in the areas under their complete control the con-

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ILLEGIB centration is showing dividends. The survey report is admittedly remiss in not stressing these efforts. Our finding should have emphasized the responsibility of each Directorate for regulations covering its own area of influence; therein may lay the problem. Some Directorates seem slower than others in approving and coordinating regulations for publication. Possibly a smoother process of updating regulations will result from the deliberations of the task force chaired by the General Counsel to examine the adequacy of guidance available to employees. The DDA suggestion to the Comptroller that updating regulations be made a specific Agency objective for each Directorate, coupled with the aforementioned task force guidance, may offer the proper solution to this problem. However, as the task force guidance is not presently known, a specific recommendation as to updating Agency regulations may be premature. Thus, we suspend Recommendation No. 7 pending the completion of the task force examination of the adequacy of guidance available to employees.

6. The DDA comments to Recommendations No. 3, 4, 5, 10, 12, 13, 14 and 15 are acceptable and the efforts being expended within the DDA are very appropriate to solving the concerns indicated.

(signed)
John H. Waller
John H. Waller

Attachment:

1. Reference Study
2. DDA Memorandum

✓cc: DDA

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